

**Board of Health Minutes**  
**Tuesday, May 17, 2011**

**Board of Health Members present:** Gail Hinson, Citizen; Lynn Pinnix, Citizen; Leon Robbins, Veterinarian; Ben Wasilauskas, Citizen; Anne Watkins, Chairperson/Citizen; Dr. Edward Geisel, Dentist; Terre Smith, Pharmacist; Kay Davis, RN/Nurse Representative; and Frank Zachary, County Commissioner

**Staff present:** Trish Belton, Administrative Officer/Clerical Supervisor; Martha Powell, Nursing Supervisor; Monecia Thomas, Director; Joan Wagoner, WIC Director; Pam Wilmoth, QA Coordinator/Dental Supervisor; and Chuck Wood, Environmental Health Supervisor

**TOPIC:**

**Call to Order**

Anne Watkins, Chairperson called the meeting to order.

**Oath(s)**

Mr. Wayne Dixon was present to provide Oaths to the following members:

Kay Davis, RN, Nurse Representative  
Dr. Edward Geisel, Dentist  
Gail Hinson, Citizen

**Agenda**

Anne Watkins, Chairperson, asked for any adjustments to the agenda. With no adjustments needed, Commissioner Zachary made a motion to approve the Agenda, seconded by Lynn Pinnix. The motion carried.

**Minutes**

A motion to approve the January 2011 minutes and the March 2011 minutes was made by Ben Wasilauskas, seconded by Commissioner Zachary. The motion carried.

**Public Comments-None**

**Administrative Reports**

Board Update: Monecia Thomas, Health Director, extended a welcome back to Terre Smith; welcomed Kay Davis to her first meeting as the Nurse Representative.

Mrs. Thomas then turned the meeting over to the Health Department Management Team for Section Reports.

## Section Reports

Each Health Department Management Team member (except the Healthy Yadkin Coordinator) was present to give their section report. New Board of Health Program Update forms were submitted by each Management Team Member in the Board packets prior to the meeting for the Board to review.

Following are excerpts from their reports.

**WIC:** after a brief description of the primary purpose of the WIC/Nutrition Program and professional meetings attended, Joan Wagoner, WIC Director, noted the following:

- \*Final Participation Report through December 2010 was 1252
- \*243 WIC Certifications
- \*228 Nutritional Educational Contacts
- \*51% of participants attempted breastfeeding
- \*156 contacts made by the Breastfeeding Peer Counselor
- \*\$72,158.41 has been redeemed from January 2011 to present
- \*Question from the Board: What services does WIC provide? Joan provided information about the 40-year WIC program and the goal to provide healthy foods.

**ENVIRONMENTAL HEALTH:** Chuck Wood, Environmental Health Supervisor, gave a brief description of services provided by Environmental Health, both mandated and non-mandated. Items to note:

- \*The EH department is gearing up for the summer festival season
- \*Currently working on 3 childhood lead poisoning cases; in 2 out of the 3 cases the source has been identified
- \*2 recent cases of rabies in skunks
- \*Questions from the Board: What were the lead sources? What is inspected during a lodging inspection? Number of permits issued? Chuck mentioned the lead dust found on clothing, state standards for lodging inspections, well water permitting, vector problems with abandoned homes and HUD properties.

**HEALTHY YADKIN:** Monecia Thomas presented the Healthy Yadkin Report to the Board, with the following items to note:

- \*Several ongoing projects, including Diabetes Self-Management, Reproductive Health and Safety, Healthcare Access, etc.
- \*Anna Hamby, Healthy Yadkin Coordinator resigned in April to become the Animal Control Supervisor

**CLINIC:** Martha Powell, Nursing Supervisor, gave a brief description of clinic function within the Health Department and the following notable items:

- \*The MCC (Maternal Care Coordination) and CSC (Child Services Coordination) continue to transition to the PCM (Pregnancy Care Management) and CC4C (Care Coordination for Children) programs
- \*Notification of Komen Grant award – The YCHD received \$20,000 from Komen

- \*Continue to offer walk-in clinics
- \*Ongoing QI Projects
- \*New Immunization Coordinator (the clinic LPN has accepted this as an additional job responsibility)
- \*The Negative Pressure Room is available and has passed inspection

**CLERICAL/ADMINISTRATION:** Trish Belton, Clerical Supervisor and Administrative Officer, gave a brief update on the Clerical staff and Administrative issues, with the following items to note:

- \*The biggest item coming up is the use of electronic medical records. State guidance and changes are expected. Several staff members recently visited Rowan and Cabarrus Counties to observe their EMR systems.
- \*The YCHD Financial Report was presented to the Board. It includes YTD information up to March 2011 focusing on Projected Revenue, YTD (non-County) Revenue Collected, County Revenue and Expenses. Trish explained the Aid-to-County funds and the sources of Non-County Revenue (Medicaid, HealthChoice, Medicare-immunizations, private pay, grants-BCCCP, dental, Healthy Yadkin, etc.) and Case Management funds through NorthWest Community Care.

Board members made several suggestions so that the report will be more user-friendly and aid them as they make crucial decisions about the health department. These suggestions were:

- Move the Cost Settlement funds to the next row below Nursing and Medical
- Add Non-County to YTD Revenue Collected
- Maybe place a note in the box about the Carry-Over funds
- The Board asked questions about if the Projected Revenue covers all 12 months and is it possible to break down the revenue collected to show how much is Medicaid related

Trish reviewed the Detailed Line Item Budget for FY 2011-2012. She reviewed the areas that were cut by the county manager. Trish also provided information on the Dental Clinic Budget.

**DENTAL:** Pam Wilmoth, QA/QI/Dental Supervisor gave a brief update on the Dental Health Program with the following items to note:

- \*The Dental Clinic is in the process of obtaining a Dental OSHA Kit that contains a manual, labels and guidelines
- \*The Dental Clinic staff plan to volunteer at the free dental clinic in Alleghany County (Sparta)

**QA/QI:** Pam Wilmoth, QA/QI/Dental Supervisor, reported on QA/QI with the following items to note:

- \*Wrapping up the current QI Project on Pap-Smear Results Notification. The process included a 'Gemba Walk' or walk through to observe the steps of notifying clients, a Kaizen Event, a new lab log, etc. Also, the state lab used to take 3 weeks to return samples, now they have decreased their turn-around time to 7-10 days. Through the implemented changes and the great

5-person team, the project was a success. The team plans to continue to spread QI throughout the agency – the focus of the most recent workshop.

\*Will continue with QI projects and focus on different programs within the Health Department

### **Informational Items**

March was **National Nutrition Month!** As part of the celebration, the Yadkin County Health Department, in collaboration with the WIC Program, offered clients and staff a “Taste of WIC” featuring samples of delicious foods prepared with ingredients, such as whole wheat tortillas, cereals and vegetables offered by the WIC Program. Staff also participated in a Fruit and Vegetable Challenge as well as other activities to encourage healthy eating.

**Environmental Health** Encourages Residents to “Fight the Bite” by taking several steps to prevent insects from biting them and to reduce insect breeding conditions around the home.

**Senate Bill 433**-A bill on the administration of human services in counties that have elected to consolidate those services directly either under the county or under a consolidated human service board.

**Senate Bill 552**-A bill to promote efficiency and effectiveness in the local public health delivery system by directing the department of health and human services to create incentives for small county health departments to become regional health authorities.

### **Health Director Updates:**

\*Waiting on County Commissioner approval of Budget for FY 11/12 with the following concerns noted: Dental, Clinic Setting, and Environmental Health

\*Evergreen Consulting’s Performance Audit Presentation: The BOH agreed for a presentation from Evergreen to take place at the next BOH meeting on July 19, 2011.

\*Update on the NCALHD concerning: County Health Rankings and SB 433

\*NC Oral Health Newsletter

\*Board of Health Physician Represented needed: Frank Zachary, Commissioner, made a motion to nominate Dr. Snyder for County Commissioner appointment to the Board of Health; seconded by Dr. Leon Robbins, motion carried.

\*Dr. Leon Robbins will complete his 3 terms on the Board during the summer. Another veterinarian is needed to be on the Board. The Board recommended several local veterinarians for the health director to follow up with.

\*County Commissioners will review part-time employee standards on 5/16/11

### **Old Business**

In March, the Board discussed updating the Bylaws of the Yadkin County Board of Health. The Board will decide if a sub-committee should be appointed or if discussions should take place at a full Board of Health meeting about updates and/or changes to the By-Laws. The same applies to the Board of Health Priority Items.

## **New Business**

### **Policy Changes:**

**-Transportation for Clients:** The policy was presented to the Board. The purpose is to give guidance to staff on the process for transportation referrals. It is the hope of our agency to teach our clients to make their own transportation requests, thus enabling clients' needs to be better met. Gail Hinson made the motion to approve the Transportation for Clients Policy; seconded by Dr. Leon Robbins. The motion carried.

**-Family Planning Policy:** The policy was presented to the Board with the following changes; Page 3-VII and VIII added to comply with Title X wording at the request of our State Nurse Consultant following our monitoring of Women's Health Programs on 4/26/11. The Nurse Consultant felt that our policy would be much stronger in the event Title X conducted an audit of our programs. Frank Zachary, Commissioner, made the motion to accept the changes to the Family Planning Policy; seconded by Lynn Pinnix. The motion carried.

**-Abnormal Pap Follow-Up Policy:** The policy was presented to the Board requesting the following changes as a result of our Quality Improvement Process:

- \*Eliminating the pap log, index card tickler file and full description of tracking method
- \*Additional information on closure to abnormal pap follow-up (7D and 8C)
- \*Addition of 14 and 15 to address clients who have abnormal pap results and have transferred care to another provider or who are transferring care to our clinic and have a history of abnormal pap results
- \*Changed wording from Family Planning Coordinator to Abnormal Pap Coordinator
- \*Notification changed from 7-10 to 7-14 days
- \*Standing Orders clause added
- \*Notation should be made in red added

Ben Wasilauski made the motion to make the changes to the Abnormal Pap Follow-Up policy; seconded by Dr. Edward Geisel. The motion carried.

## **Budget Amendments**

### **2011-2012 Budget**

#### **Budget Amendments**

Trish Belton, Administrative Officer presented a budget amendment for the Dental Clinic to move monies from the Dental Salary (\$29,000), Social Security (\$2,000), Medicare (\$400), Retirement (\$1,200), Group Insurance (\$5,000) and 401K (\$1,200) to Dental Contract Services (\$25,000) and Dental Supplies/Materials (\$13,800) to cover the cost of the contract dental assistant and supplies needed for the Dental Clinic. Dr. Leon Robbins made the motion to send the Budget Amendment to the Board of County Commissioners for approval; seconded by Frank Zachary, Commissioner. The motion carried.

**Board member questions: None noted.**

A motion to adjourn was made by Gail Hinson and seconded by Dr. Leon Robbins. The motion carried.

Next Board of Health meeting: July 19, 2011 at 7PM in the County Commissioners Room.

Respectfully Submitted by:

Monecia Thomas  
Health Director and Secretary to the Board

PB/mt